

~~RESTRICTED~~

30 December 1950

Approved For Release 2003/03/06 : CIA-RDP54-00177A000200030049-6

INSTRUCTIONS

TO

ADMINISTRATIVE SERVICES DUTY OFFICERS

LOCATION OF ASDO:

1. ASDO's will be located at the desk of the Deputy Chief, Administrative Services, Room 201 North Building, on Extension ☐. The secretarial assistant, when required to be on duty, will be located in Room 201-A North Building or in her usual office, as determined by the ASDO.

25X1

TRANSPORTATION AND REPRODUCTION DUTY OFFICERS:

2. Someone will be on duty every Sunday and holiday in the Transportation Branch in Room 2207 L Building, Extension ☐. Also, one individual will be on duty in the Reproduction Branch, who will normally be working at ☐. However, his exact location and the extension on which he can be reached may be obtained at the time he reports his presence to the ASDO on the morning of the duty day. (See "Duty Officer Rosters").

25X1

HOURS OF DUTY:

3. Duty hours for ASDO's and Transportation and Reproduction Duty Officers will be from 8:30 a.m. to 5:00 p.m. on Sundays and holidays.

ABSENCE FROM POST OF DUTY:

4. If it is necessary for the ASDO to leave his post for an extended period and when he goes out for lunch, he is to call the Chief Operator (Ext. ☐) and the office of the Assistant to the Deputy for Administration (Ext. ☐) and notify them of his absence, the name and extension of an individual who could be contacted while he is out (i.e., Transportation or Reproduction Duty Officer), and the approximate time he will return. Upon returning he should notify them that he is again available. Similar information should be given by telephone to the ASDO by the Transportation and Reproduction Duty Officers when they are required to leave their offices for lunch or other reasons.

REPORTS REQUIRED OF ASDO'S:

5. ASDO's will maintain a record of personnel reporting for work on each day of duty. (See form to be used for this purpose under "Personnel Working").

6. ASDO's will maintain a list of problems which arise during their day of duty and the telephone calls received. These reports will be stored in a secure place at the end of the day in accordance with security regulations until the next day of regular duty, at which time they will be turned over to the Administrative Officer, Administrative Services Division.

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SEE REVERSE FOR DECLASSIFICATION ACTION

TRANSPORTATION:

7. If transportation is required by the ASDO to handle official matters arising, same should be requested of the CIA Duty Officer, Extension  rather than by calling the Motor Pool.

SECURITY CHECK:


8. DO NOT FAIL TO LOCK YOUR OWN SAFE AND SECURE YOUR OWN OFFICE IN THE MORNING AFTER YOU HAVE OBTAINED MATERIAL ON WHICH YOU PLAN TO WORK DURING THE DAY.

9. Offices entered by the ASDO should be thoroughly security checked by him at the end of the day. The ASDO should assure that windows are locked, wastebaskets are free of classified material, and the offices, safes and classified material are completely secured prior to leaving the building at 5:00 p.m. The time of his departure from the building will be inserted in the Duty Officer Book on the form under "Personnel Working" and he will initial in the space provided to indicate that the security check has been made. The Duty Officer Book will be returned to its former location at the end of the day.

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Above instructions are approved:

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Deputy Chief,  
Administrative Services